



CITY OF SAN ANTONIO

PLANNING AND DEPARTMENT OF DEVELOPMENT SERVICES

TO: San Antonio Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 501 (revised)**
Assignment of Suite Numbers

Date: October 2, 2009

As a customer service initiative, the City of San Antonio (COSA) Planning and Development Services Department (PDSD)

Assignment of Building Numbers, Suite / Unit / Apartment Numbers

Building numbers and suite numbers are assigned by GIS/Addressing staff through a site plan, floor plan provided by the customer to the addressing staff (separate from the intake submittal).

Multiple buildings that share the same address will be identified numerically in either a clockwise or counter clockwise sequence. Suite numbers, unit number, and apartment numbers will be numbered sequentially according to building number, floor number and unit number (unit numbers are consecutive numbers on each floor and consists of two digits starting with 01 as follows:

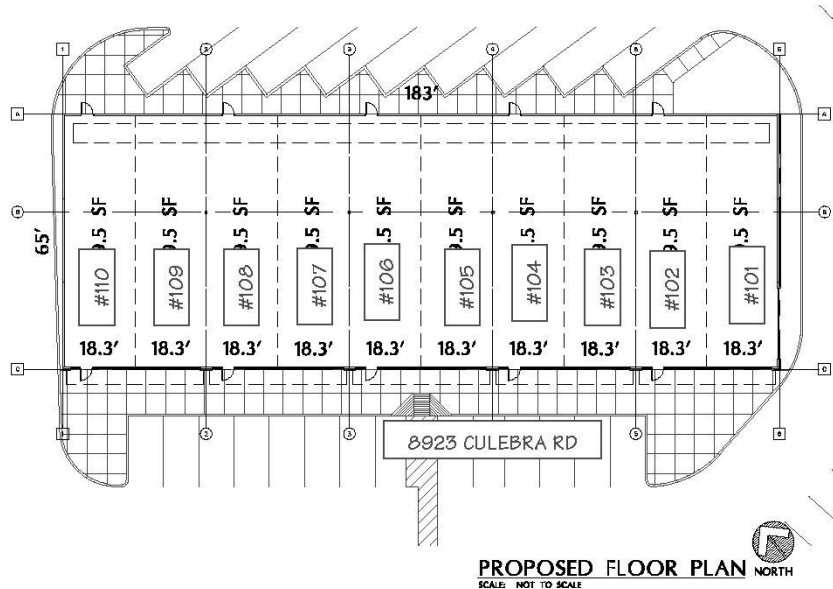
Building number + Floor number + Unit number = Suite / Unit / Apt. #

1	1	01	1101
1	2	01	1201
10	1	01	10101
10	2	01	10201

The floor number is omitted on single story, or single buildings under a single address:

1220 N Main St. is a single story building and the only building under this address, there are four spaces available in this building, the assigned suite numbers will be 101, 102, 103, and 104. The suite numbers will increase in the direction of the addressing on that street.

Existing addresses or suite numbers are to be identified on the site plan. In order to produce a legible file that may be stored on a shared drive where all inter-departments can access for verification of assigned suite numbers, a PDF file of the site plan is preferred. Suite numbers will be assigned at every 15 to 20 feet in order to reserve suite numbers for new growth. Example: A building may have frontage of 100 feet, and at the moment the builder will only be finishing out the entire building for two tenants. To reserve for future growth or tenants a suite number will be assigned at approximately 20 feet, unless otherwise specifically requested, which will allow growth for three more tenants. The suite number will depend on the location of the tenant's finish-out door.



SAMPLE FLOOR PLAN WITH ASSIGNED SUITE NUMBERS

Single digit numbers are only used in duplex and quadraplex units. Properties with a multi-unit single building will be assigned one street number for the building and suite numbers for the units.

Primary street numbers longer than five characters are avoided. Fractional addresses (101 ½ Maple Lane), alphanumeric primary address numbers (103A Centerview), or hyphenated primary or secondary address numbers (23-423 Lakeview) are prohibited. Duplexes and shopping centers are the only approved instance where the next sequential even or odd street number will be used i.e. 102 Elm Grove, 104 Elm Grove. Only one address will be assigned per lot with large facility, compound, or entity with multiple buildings; building numbers will be assigned to all buildings at this same location.